Community Contact

Manitoba Aboriginal and Northern Affairs

November/
December
2010

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This Issue

Welcome to the November/ December *Community Contact* newsletter.

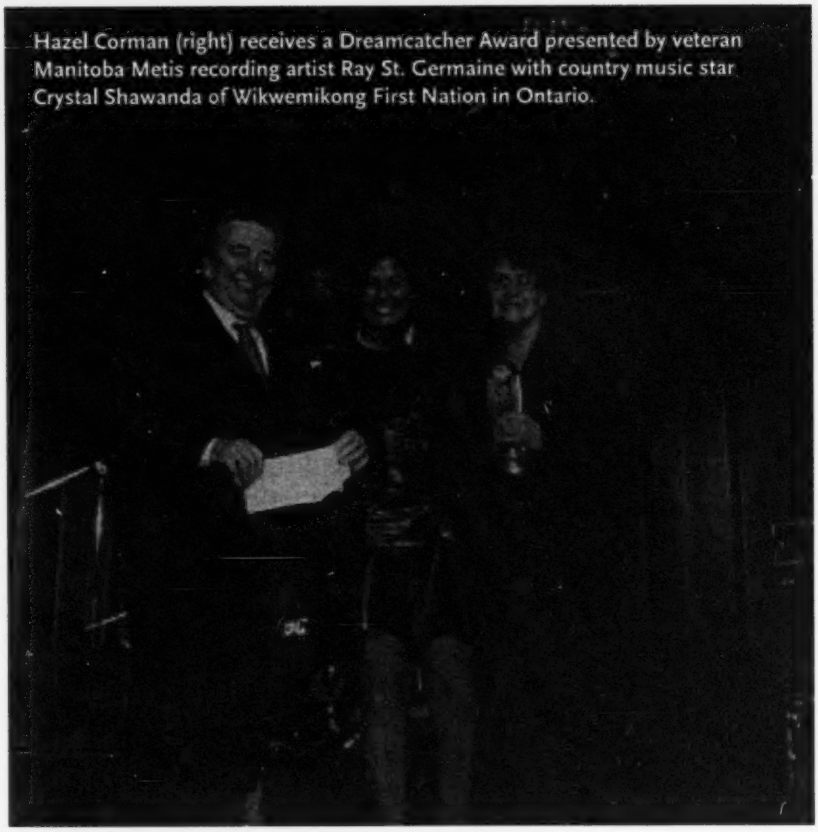
By the time this issue reaches you, every community should have a good blanket of snow on the ground. That being said, our cover story takes us back to late October when there was no snow to learn about a special community volunteer who was recognized for a national award. Hazel Corman of the Aboriginal and Northern Affairs (ANA) community of Herb Lake Landing received one of five Dreamcatcher Awards presented annually by the Dreamcatcher Charitable Foundation. The article on Hazel takes a look at why she won this prestigious award.

We continue the issue with two articles that focus on community protective service program areas. The department is conducting a review of the communi fire and constable programs with a goal of determining if the programs are meeting community needs. Many changes have occurred in these program areas since both were reviewed in 2005. Input from communities will help the department determine recommendations for further program improvement. We continue with an update on fire inspections that were started in the spring and highlight some of the common deficiencies being found in community buildings used by the public.

Along with these articles is a reminder that the Community Nominated Service Excellence Awards nominations will take place starting in February 2011. These awards recognize residents, employees and community councils for their commitment to improving the quality of life in their communities. Closing out this issue is a greeting from our minister, winter maintenance tips for buildings and the municipal calendar reminders for the months of December 2010 and January 2011.

Enjoy this issue and please feel free to contact us with your comments, pictures or article suggestions, or to request additional copies.

Herb Lake Lan Earns Dreamc



Hazel Corman (right) receives a Dreamcatcher Award presented by veteran Manitoba Metis recording artist Ray St. Germaine with country music star Crystal Shawanda of Wikwemikong First Nation in Ontario.

Hazel Corman of Herb Lake Landing, Manitoba is well known for her hard work, dedication and active voluntarism in that Aboriginal and Northern Affairs (ANA) community. This Fall, she became nationally recognized, too.

On October 21, 2010 at a gala ceremony held in Hamilton, Ontario, Hazel received one of five Dreamcatcher Awards presented annually by the Dreamcatcher Charitable Foundation. The foundation is a registered Canadian charity with the goal of developing youth as future community leaders. It works toward its goal by providing support through grants to individuals and communities.

ding Volunteer atcher Award

Dreamcatcher Award nomination is open to any Aboriginal person across Canada who demonstrates leadership and dedication as a volunteer community organizer while working with youth or with community groups at the grass roots level. Nominations are accepted from across Canada and one award is presented in each of the five following categories:

1. **Sports and Recreation**
2. **Arts and Culture**
3. **Education**
4. **Health**
5. **Overall**

Hazel won the Dreamcatcher Award for the Overall category. Her award was presented by fellow Manitoban and veteran Metis recording artist Ray St. Germaine with country music singer Crystal Shawanda of Wikwemikong First Nation in Ontario.

"This is an experience I will never forget," said Hazel. "It is like a dream."

Hazel was nominated for the award by ANA recreation and wellness consultant Charlene Waterman from ANA's Northern Region Office in Thompson. Charlene has worked with Hazel on many community recreation initiatives over the past two years and recognized that Hazel was just the type of person envisioned by the award.

"In the past two years I have seen Hazel grow into a strong but humble leader who takes advantage of every opportunity and has made great things happen in her community," said Waterman. "Because of her dedication, people are living healthier lives, community residents have bonded and they are happy and actively involved in their community. Hazel is very deserving of this award and I am so very excited that the Dreamcatcher Foundation thought she was, as well."

Big Soul Productions interviews Hazel Corman while shooting a video biography.

As well as traveling to Hamilton to receive her award, Hazel was featured in a video highlighting her involvement with her community. It was prepared by Big Soul Productions, an Aboriginal owned and operated film and television production company that visited Herb Lake Landing in early October. The video was shown at the awards gala when Hazel received her award.

Hazel is the second northern region ANA community resident to be nominated and win in the Overall category. The first was Florence Blacksmith of Cross Lake, who won in the category in 2009.

ANA Reviews Community Fire and Constable Programs

Training volunteer fire fighters is a requirement of the community fire program and an abandoned building serves that purpose.

Manitoba Aboriginal and Northern Affairs (ANA) is currently reviewing Community Fire Programs and Constable Programs in ANA communities. The reviews are being done to identify areas for improvement. The review process involves conducting community consultations and surveys, gathering and analyzing results, and preparing program recommendations. The review process started in October, 2010 and completion is expected in April, 2011. Both program areas were last reviewed in 2005.

Fire Program

The ANA fire program was developed in the mid 1970s under a federal-provincial agreement for northern development. A Protective Services Committee with representation from ANA and the Office of the Fire Commissioner was created in 2003 to conduct a major program review. This review was completed in 2005. It indentified 10 recommendations for improvement and revitalization of the program and they have been put in place over the past five years.

The recommendations called for improvements to the ANA fire program in the following areas:

- fire program objectives and active fire department definition
- community fire service groupings
- fire equipment replacement
- fire training
- fire communication

Constable Program

Government created the community constable program to allow communities or regions with more than 300 people to have local crime prevention services. Although the intent was to focus on crime prevention, community expectations and day-to-day operations increased the emphasis on policing. In 2005, a program review was completed that identified changes in program funding, focus, population criteria, training, equipment and communications.

A total of 17 recommendations were made and acted on over the past five years. The recommendations called for improvements to the ANA constable program in the following areas:

- program focus and criteria
- liability reduction by improving training, equipment, identification, supervision, communication and compensation

Program Development

Historically, ANA has supported communities with the costs of operating both program areas. Funding for infrastructure, vehicles and support equipment is according to a formula and consistent with other community infrastructure funding. Additional support goes toward operations, maintenance and training costs.

Program Partners

ANA relies on many partners for the delivery of both the constable and fire programs. The Constable Program partners include the RCMP, Manitoba Justice, the University College

(continued next page)

The 2005 constable program review recommended community constables be provided specially equipped vehicles.

of the North and the federal Aboriginal Policing Directorate. The Community Fire Program works with the Office of the Fire Commissioner (OFC) on training and fire truck specifications. Involving all program stakeholders and partners is paramount to the success of both programs.

Program Criteria

Many changes have occurred at the community level since the previous program reviews. Community populations have been decreasing, new infrastructure exists and legislative and regulatory requirements have affected program costs. These factors affect successful program delivery. The final report will analyze and include all areas of the programs. The ANA goal is to meet the needs of the communities while monitoring program delivery costs.

If your community has any questions about the review process or you would like to provide additional information not included in your survey response, please contact the protective service consultant for your region.

Community Fire Inspections Nearing Completion

In February 2010, Manitoba Aboriginal and Northern Affairs (ANA) began visiting communities to conduct fire safety inspections on buildings used by the public. *The Fires Prevention and Emergency Response Act* requires some buildings to receive annual inspections while others only need inspection every three years. To meet regulation requirements, ANA is conducting the inspections with the Office of the Fire Commissioner (OFC). Details on what types of buildings require annual and three-year inspections were provided in the September/October 2009 Community Contact newsletter.

By now, a majority of ANA communities will have received at least the initial inspection with some receiving follow-up inspections to ensure any deficiencies have been corrected. There will be no cost to communities unless repeated visits are required to conduct the inspections or if the deficiencies are not corrected before follow-up inspections. If a building does not pass the fire safety inspection, it may be ordered closed by the person conducting the inspections. This would occur if the building had major deficiencies that couldn't be corrected or if the building owner was unable to correct problems. All communities are provided with a report from the inspector noting any deficiencies in buildings that require action.

Improper storage of cleaning supplies and chemicals is a common problem found in buildings that have been inspected.

A breakdown of 36 buildings inspected in various communities found 617 deficiencies. Approximately half the deficiencies are related to cleaning and storage of materials, proper record keeping and documenting proper reporting procedures. Some of the most common deficiencies include:

- portable fire extinguishers not installed or annual inspections not logged
- fire safety plan not current
- evacuation plans not posted or maintained
- exit signs broken or not visible
- emergency lighting not operational, requires annual inspection or not properly logged
- fire alarm system not tested or requires annual inspection and log information
- exposed bare wires, or extension cord used improperly
- combustible materials allowed to accumulate in closets, service areas or at building exits
- smoke/heat detectors not installed, not inspected or lacking batteries

The majority of the deficiencies can be corrected easily through proper record keeping and building maintenance. The follow-up inspections will look to see that noted deficiencies have been corrected or that a community has a plan to address major repairs. The main purpose of the inspections is to ensure all public buildings are safe for use and to prevent potential fire hazards. For more information about the community fire inspections, please contact the ANA protective services consultant for your region.

A broken light fixture and wiring improperly installed or in poor condition can be fire and electrical shock hazards.

Community Nominated Service Excellence Awards

Manitoba Aboriginal and Northern Affairs (ANA) places great value on recognizing community councils, council employees and residents for commitment to improving quality of life in their communities.

A component of the Community Council and Employee Recognition Program includes the Community Nominated Service Excellence Awards. Community Councils will be receiving information in January regarding the nomination deadline.

Nominations are open from February 1 – March 31, 2017.

The following are eligible to be nominated for an award:

- council members
- community administrative officers
- assistant community administrative officers
- public works employees including water/wastewater and solid waste operators
- recreation directors
- constables
- Emergency Measures Organization members
- fire chiefs, fire deputies and fire fighters
- volunteers

The following is a list of Community Service Excellence Award nomination categories and accomplishments considered as nomination criteria in each category.

Administrator

- contributes significantly to the achievement of the community management plan
- introduces ideas to improve efficiency or productivity beyond the call of duty
- participates actively in projects that assist in community development
- repeatedly exceeds job expectations

Public Works Employee

- continuous improvement or a sustained high level of infrastructure audit grades
- demonstrated willingness to mentor backup public works employees
- effective use of a maintenance management system
- demonstrated excellence in job performance
- participates in activities beyond normal job expectations to promote a healthy living environment for residents (ex: school functions, awareness campaigns)

Constable

- demonstrated leadership and role model qualities
- excellence in job performance
- participant in community activities outside of normal job functions

Season's Greetings

I am pleased to once again bring greetings at this special time of the year as we celebrate the Holiday Season and welcome in the New Year. As always, this time of year is also an opportunity to reflect back on changes and progress, as well as those friends and relatives no longer with us. This past year has had more than its share of all of these elements. I want to particularly note the leadership of the Northern Association of Community Councils, and the local NACC governments, who have worked tirelessly to serve the communities year round. Best wishes for a prosperous and productive year to all these outstanding representatives and to you, the residents of Northern Manitoba.

Eric Robinson, Minister
Manitoba Aboriginal and Northern Affairs

Public Works
Winter Building Maintenance Tips

As we move into winter, communities will need to ensure their buildings are ready for the cold weather. Buildings regularly maintained during other times of year should not require much time to be prepared for winter.

Ensuring that you clear debris from the areas around your buildings before the snow falls is always a good practice. This will avoid damage to items that are stored outside for winter, help you find them and keep the area clear for snow removal equipment. Paying attention to the following items will help you organize your winter building preparations as well.

Clean eavestroughs:

- This clears the path for melting snow and ice to flow from the roof edges.
- Ensure building downspouts and splash pads are in place so moisture will drain further away from the building and minimize frost heaving.
- Fill in sunken areas along building foundations to keep water draining away from the building.

Caulk and insulate around windows and doors:

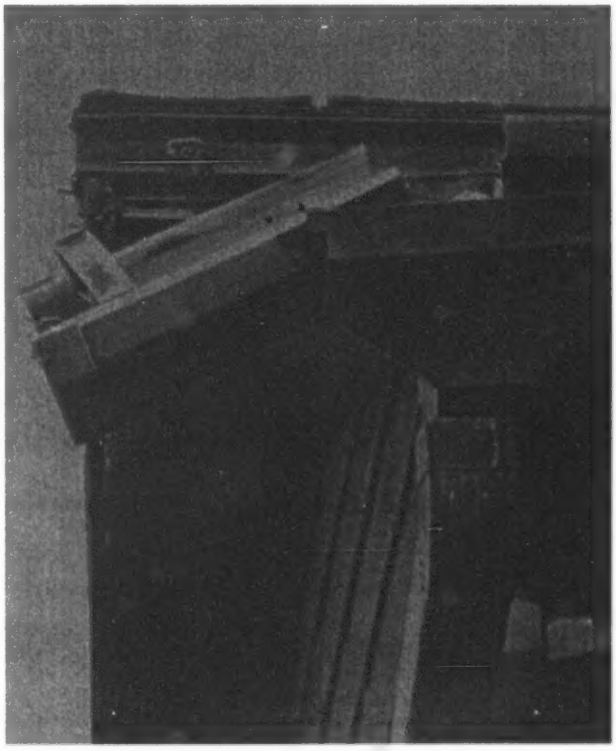
- On older buildings, you may want to remove the interior trim to insulate or caulk the space between the frame and the wall.
- Fill all cracks and holes using spray foam, caulking and steel wool as needed to stop cold winds, pests and rodents.

Plumbing precautions

- Make sure all heat traces are turned on for the winter.
- Shut off and drain all exterior water supplies and plumbing pipes.
- Pour antifreeze into toilet bowls that tend to freeze. Replace antifreeze after each flush (just a splash).
- Insulate all water pipes in crawl spaces and use heat wrap tape where needed.
- Locate and mark all water shut-off valves in case pipes leak or break.
- Maintain an updated list of plumbers and electricians.

Heating

- Develop a maintenance schedule for changing furnace filters.
- Blow out baseboard heaters to prevent dust from building up and becoming a fire hazard.
- Vacuum out floor registers to minimize dust in the air.
- Test all heaters and cords to make sure they are ready before you need them.
- Inspect all dryer lint traps and vent hoses.



Repairing minor exterior damage to buildings before winter sets in can reduce the need for expensive repairs when warm weather returns. Water from this broken downspout could eventually cause damage to building structure and foundations.

Municipal Calendar Monthly Reminder for December 2010 and January 2011

December 2010

1 Deadline for receipt of any property tax payments to ANA to avoid penalties.

8 Send out tenders for audit contracts for 2010/11.

9 **Management Maintenance Systems (MMS)** Inspect heat trace & recirculating pumps for operation.

10 Deadline for application to the Community Wellness & Recreation (WAR) Fund.

15 Deadline for receipt of payment to Receiver General to avoid penalty.

25 **CHRISTMAS DAY**

26 **BOXING DAY**

31 Install Simply Accounting payroll tax updates.

Community:

- Annual physical inventory count must be completed prior to New Year.
- Order T4 forms.
- Initiate preplanning for capital projects that will be applied for at next year's Capital Approval Board (ex. cost sharing possibilities).
- Council should continue to review and revise their Community Management Plan due January 31.
- Submit Municipal Employee Benefits Program (MEBP) form and payment immediately after the last pay period.
- If applicable, submit bi-weekly payrolls for the Building Independence Program to regional office.

WSH Reminders:

- Council to ensure fire extinguishers and first aid kits inspected.
- Council to act on items highlighted as corrective action from inspections.
- Does your bulletin board include:
  - WSH policy
  - harassment policy
  - violence policy
  - Working Alone Plan
  - names of first aiders and WSH representatives (employee and management)
- Are first aid kits available in every building?
- Is your Community Prevention Plan updated?

January 2011

1 **NEW YEAR'S DAY**

Deadline for receipt of any property tax payments to ANA to avoid penalties.

Prepare new TD1 forms.

4 Update tax tables in Simply Accounting.

Submit quarterly GST refund.

5 Submit annual MEBP report to ANA.

15 Deadline for receipt of payment to Receiver General to avoid penalty.

28 Submit auditor selection to ANA.

30 Submit third quarter financial statements (Oct. to Dec.).

31 Submit Community Management Plan (includes budget) and minutes of public meeting.

Community:

- Request technical assistance for capital project applications prior to March 31.
- Submit MEBP form and payment no later than seven working days after the last pay period.
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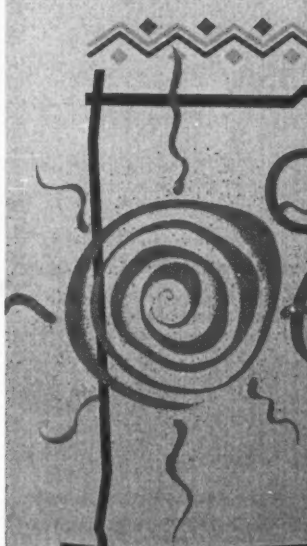

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Paul Doolan, Editor
1680 Ellice Avenue, Bay 8
Winnipeg, MB R3H 0Z2
Phone: 204-945-2161
Toll free: 1-800-282-8069
Fax: 204-948-2389
E-mail: paul.doolan@gov.mb.ca
Web: Manitoba.ca/ana

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1680 Ellice Avenue, Bay 8
Winnipeg, MB R3H 0Z2
Phone: 204-945-2161
Toll free: 1-800-282-8069
Fax: 204-948-2389
E-mail: paul.doolan@gov.mb.ca
Web: Manitoba.ca/ana

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